



TITLE	ENVELOPE ADJUSTER (BINDERY)
LOCATION	Tumwater, Washington
COMPENSATION	Dependent Upon Qualifications and Experience
POSTING DATE	September 1, 2004
CLOSING DATE	<u>Open</u> Until Position Is Filled

The Department of Printing (PRT) is recruiting for the position of Envelope Adjuster (Bindery), located at the PRT Main Plant, 7580 New Market Street SW, Tumwater, Washington. This is a union-covered position. There is currently one opening assigned to day shift. This recruitment is open to all qualified applicants and may be used to fill future openings for a period of three months. *The Washington State Department of Printing is an equal employment opportunity employer.*

AGENCY PROFILE

The Washington State Department of Printing provides state-of-the-art, cost-effective printing services for state and local government agencies. The department is an operating business within state government that annually produces 100,000 printing jobs, with sales of \$35 million. Our mission is to continually exceed customer expectations by providing responsive, high-quality services at the most competitive price. All positions within the department are exempt from the civil service laws of Washington. Two international craft unions represent a majority of the 135 personnel. Agency services include: Digital pre-press and image-setting; graphics design; variable information printing; offset web and sheet-fed printing; binding, mailing, shipping, delivering, mail ordering, and fulfillment; copier/facilities management; and on-demand printing provided by nine full-service copy centers within various state facilities.

SCOPE

The Envelope Adjuster operates a web/blank-fed envelope-making machine ("envelope converter"). The web/blank-fed envelope converting machine takes rolls of paper and converts them into order-form format and other formats based on customers' requests. Reporting to the Bindery Manager, the Envelope Adjuster is responsible for the production and inspection of envelope products (e.g., order-form envelopes, two-way mailers, etc.). The Envelope Adjuster continually makes finishing adjustments to the running converter, working to maintain acceptable product tolerances. This adjusting involves walking along the length of the 60-foot machine (as often as every five to ten minutes) to move lateral and rotary operational fixtures and components.

DUTIES, RESPONSIBILITIES, and TASKS

The Envelope Adjuster performs the following duties, responsibilities, and tasks: Maintains quality levels and pays close attention to details to ensure the final production of a useable envelope product. Visually inspects the envelope product for obvious defective printing areas (e.g., washed-out color, blank printing, scumming, tinting, toning) or obvious converting defects (e.g., fold movement, poorly sealed pockets, or intermittent glue sticking).

Maintains accurate job production records using production tally sheets. Establishes piece counts, pallet-batch counts, and product identifications. Uses agency's established procedures to record wastage while striving to minimize waste at all times during the production cycle. Fills out production records in accordance with agency requirements to accurately reflect waste on all orders. Complies with agency procedures to establish a visual count of total waste per roll.

Measures and maintains firmly established production levels on a weekly basis. Maintains an acceptable machine run speed and production average (e.g., 600 fpm base production speed). Consistently works to minimize machine down time. Maintains good housekeeping on and around the envelope converter and workstation on a daily basis. Positions the next production roll behind the envelope converter at the end of shift to eliminate “lost” machine time due to “hunting” for the next roll. Minimizes length of roll-change down-time, and completes required paperwork while the machine is running.

Transports finished pallet loads. Completes a batch-count load flag and wraps all finished pallets. During peak production, may assign this task to an entry-level employee to ensure efficient bindery operations.

Performs normal preventative and emergency machine maintenance (e.g., replacing bearings, hubs, belts, etc.). Lubricates machine-drive components. Cleans machine components, sections, and parts as needed. Rebuilds specific operational components such as nip wheels, perforators, scorers, gluer units, etc., during off-peak production periods and machine down times. May perform assigned bindery / warehouse tasks (e.g., loading or un-loading of product or raw materials, which involves using a pallet jack, driving a forklift, and hand-stacking materials). Performs other duties as assigned by Bindery Manager.

SKILLS and ABILITIES

The Envelope Adjuster must be able to: Read, write, and comprehend the English language. Understand both written and oral instructions. Load and offload finished products, involving the lifting and moving of materials and products. Stand in one place for long periods of time and walk back and forth along a 60-foot machine. (Work requires employees to be on their feet 95 percent of the workday.) Accurately process orders. Cooperate with others and provide assistance to them. Regularly attend work to meet customer deadlines.

PHYSICAL REQUIREMENTS and WORKING CONDITIONS

The Envelope Adjuster must be able to regularly lift up to 50 pounds. Bend and twist as needed. Must possess sufficient strength and agility to grasp, hold, and handle a variety of objects, including tools, machinery, and products. Work under pressure to meet tight deadlines. Note: During periods of high production, frequent overtime may be required, both during the week and on weekends. Specific vision ability requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Work area may have fluorescent lighting and air conditioning. Noise level may be moderate to loud. Exposure to ink and chemical fumes, and airborne particles such as paper dust and drying powder. Fast-paced environment, subject to many schedule / priority changes and short-notice activity.

COMPENSATION and BENEFITS

The Envelope Adjuster salary will be dependent upon qualifications and experience. The Washington State Department of Printing offers a complete benefit package that includes a state retirement plan, deferred compensation, 11 paid holidays, paid vacation and sick leave, and a full array of health, dental, life, and long-term disability insurance coverage.

PREFERRED QUALIFICATIONS

1. High school diploma or general education degree (GED).
2. A minimum of five years of printing industry experience, including at least two years of envelope converter experience. Note: FL Smithe Rotomatic 800 experience is preferred.
3. Knowledge of all facets of print production and processing, including prepress, press, bindery / post-press functions and manufacturing systems; quality control; costs; and effective manufacture and distribution of products.

4. Knowledge, experience, and demonstrated skills in customer service, mathematics, and oral and written English language communication.
5. A valid Washington State Driver's License.

APPLICATION PROCEDURE

(Please Note: Review of applications will begin upon receipt. Applicants may be asked to submit to a background check.)

We ask qualified persons to submit the following information (via e-mail, fax, or hard-copy mail):

1. A complete, signed Washington State Application for Employment form. (Note: The state employment application form is available at various state agencies and the Washington State Department of Personnel website link: <http://hr.dop.wa.gov/forms/stateapp.doc>.)
2. A cover letter addressing the preferred qualifications listed above. Please specifically address envelope-adjusting work experience, including company time and machine operated.
3. List of two (2) professional references, including one direct supervisor and one peer, with current telephone numbers and addresses).
4. Copy of a valid Washington State Driver's License.
5. Voluntary Applicant Profile Data Form. (<http://hr.dop.wa.gov/forms/ApplicantProfileDataForm.doc>).

Please Note: Incomplete application packages will not be considered and will disqualify the applicant from the selection process.

Employee Services
Attn: Therese
Washington State Department of Printing
P.O. Box 798
Olympia, Washington 98507-0798

E-mail: Therese@prt.wa.gov
FAX: (360) 586-8831
PH: (360) 570-5068
TDD: (360) 570-5069
Website: www.prt.wa.gov.

Street Address: 7580 New Market St. SW
Tumwater, WA 98501

Directions to PRT Main Plant : http://www.prt.wa.gov/default.asp?p=contact_dir.

The State of Washington is an equal opportunity employer.